

Unified Technical Work Program (UTWP) - FY 2012

July 1, 2011-June 30, 2012

Amended 09-14-11





CUUATS

CHAMPAIGN URBANA URBANIZED AREA
TRANSPORTATION STUDY

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RESOLUTION TO APPROVE
AMENDMENT TO THE UTWP FY 2012
FOR THE
CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY
(CUUATS)

WHEREAS, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a continuing, comprehensive, and cooperative (3C) planning process for transportation planning in compliance with Federal regulations for the urbanized area;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Technical Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the amendment to TASK 350 – **Special Studies** in the FY2012 Unified Technical Work Program (UTWP) for the Champaign-Urbana Urbanized Area Transportation Study.

Passed and approved this 14th day of September 2011.

ATTEST:



Laurel Prussing
Chairperson, CUUATS Policy Committee



CUUATS

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Passed and approved this 7th day of September 2011.

ATTEST: 
Roland White
Chairperson, CUUATS Technical Committee

UNIFIED TECHNICAL WORK PROGRAM (UTWP)

FOR THE

CHAMPAIGN-URBANA URBANIZED AREA
TRANSPORTATION STUDY (CUUATS)

FOR FY 2012

PREPARED FOR: Champaign-Urbana Urbanized Area Transportation Study (CUUATS)

IN COOPERATION WITH: Illinois Department of Transportation
Federal Highway Administration
Federal Transit Administration

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Glossary

Transportation Terms and Acronyms

ADA: Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes, and hiring practices to prevent discrimination against people with disabilities.

ADT: Average Daily Traffic.

Capacity: The number of people or amount of goods that can be served by a transportation facility or program. It is most often used to describe the number of vehicles served by a roadway.

CATS: Campus Area Transportation Study.

CCRPC: Champaign County Regional Planning Commission.

CUUATS: Champaign-Urbana Urbanized Area Transportation Study.

CU-MTD: Champaign-Urbana Mass Transit District.

CVP: Consolidated Vehicle Procurement.

DOE: Department of Energy.

EMS: Emergency Medical Services.

EPA: Environmental Protection Agency.

FHWA: Federal Highway Administration.

FTA: Federal Transit Administration.

GIS: Geographic Information System.

GT: Greenways and Trails.

GHG: Greenhouse gases.

HSIP: Highway Safety Improvement Program.

HSTP: Human Services Transportation Plan.

IDOT: Illinois Department of Transportation.

ILMUG: Illinois Modeling Users Group.

ITEP: Illinois Transportation Enhancement Program.

ITS: Intelligent Transportation System. A wide range of advanced technologies that improve the safety and efficiency of existing transportation facilities or services.

INTERMODAL: Multiple modes of transportation working together in an efficient, integrated system.

ISTEA: Intermodal Surface Transportation Efficiency Act of 1991. ISTEA required a coordinated, comprehensive, and financially constrained long-range transportation strategy. The original act expired in 1997 and was reauthorized via TEA-21 in 1998.

JARC: Job Access Reverse Commute

LEAM: Land Use Evolution and Impact Assessment Model.

LOS: Level of Service. Qualitative measure of congestion.

LRTP: Long Range Transportation Plan.

miPLAN: Mobility Implementation Plan.

MOE: Measure of Effectiveness.

MOVES 2010a: It is EPA's state-of-the-art tool for estimating emissions from highway vehicles. It was released in August 2010.

MPO: Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area with a population over 50,000. CCRPC is the designated MPO for the urbanized area of Champaign County. The function of an MPO is to provide "A continuing, coordinated, comprehensive transportation planning process in urbanized areas". The most visible products that result from that effort are a financially constrained 20-year Long Range Transportation Plan (LRTP), a four-year Transportation Improvement Program (TIP), and an annual Unified Technical Work Program (UTWP).

NF: New Freedom

PIP: Public Involvement Policy.

PLANNING EMPHASIS AREAS: They represent topics identified by FTA and FHWA for statewide and metropolitan planning that are of strategic national importance to promote priority themes for consideration in developing the annual work programs.

RTAG: Rural Transit Advisory Group.

SAFETEA-LU: The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A

Legacy for Users that was signed by President George W. Bush on August 10, 2005. SAFETEA-LU guaranteed funding for Federal surface transportation programs for highways, highway safety, and public transportation totaling \$244.1 billion for the 5-year period 2005-2009.

SCIL: Selected Crash Intersection Locations.

SRTS: Safe Routes To School.

STP: Surface Transportation Program. The primary federal funding program resulting from ISTEA that provides money for a wide range of transportation projects.

TAZ: Traffic Analysis Zone.

TDM: Travel Demand Model.

TEA-21: Transportation Equity Act for the 21st Century. This is the federal act that superseded ISTEA. TEA-21 builds on the initiatives established in ISTEA, which was the previous major authorizing legislation for surface transportation. This Act combines the continuation and improvement of current programs with new initiatives to meet the challenges of improving safety as traffic continues to increase at record levels, protecting and enhancing communities and the natural environment as transportation is provided, and advancing economic growth and competitiveness domestically and internationally through efficient and flexible transportation.

TIP: Transportation Improvement Program. Federally required document produced by MPOs that identifies all federally funded projects for the current 4-year period. The TIP is developed every year. In order for any federally or state-funded project to proceed, it must be included in the TIP and the Statewide Transportation Improvement Program (STIP).

TSM: Transportation System Management.

UTWP: Unified Technical Work Program. A federally required annual report describing the MPO's transportation work program and budget, detailing the various state and federal funding sources that will be used. It represents the state fiscal year and is developed in the first quarter of the calendar year for the ensuing fiscal year.

VMT: Vehicle Miles Traveled.

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1. Introduction

The purpose of the Unified Technical Work Program (UTWP) is to provide CUUATS staff with a work allocation plan that promotes a cooperative, comprehensive and continuing (3C) transportation planning process for the Champaign-Urbana urbanized area as required under the Federal-Aid Highway Act of 1962. All significant elements of the area-wide planning process used in developing transportation plans and programs are included. The program also contains transportation planning support activities including those related to land use, social, economic and demographic factors, and other comprehensive planning activities. Both federally funded tasks and those funded entirely at state and local levels are included. The UTWP is sufficiently comprehensive to provide descriptions of the specific technical activities and funding levels necessary to carry out the transportation planning program for fiscal year 2012. Development of the work program is the joint responsibility of the Metropolitan Planning Organization (MPO), the Illinois Department of Transportation (IDOT), and member agencies authorized to carry out transportation planning and implementation activities in the urban area.

The Fiscal Year 2012 UTWP covers the year from July 1, 2011 to June 30, 2012. Input to develop this document was obtained from the Illinois Department of Transportation, the Metropolitan Planning Organization and its advisory committees, CCRPC staff members, and the general public.

The *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* requires all MPOs to carry out the 3C process. Among the activities MPOs must perform to meet this requirement are: production of the LRTP, the TIP, and the UTWP; establishment and oversight of the public participation process, maintenance of transportation models and data resources to support air quality conformity determinations as well as long-range and short-range planning efforts.

II. The Urban Transportation Planning Process

MPO History

The transportation planning process began with Congressional approval of the Federal-Aid Highway Act on October 23, 1962. This legislation requires that in urbanized areas (defined as areas with a population of 50,000 or more), programs for Federal-Aid Highway projects approved after July 1, 1965 must be based on a "...continuing and comprehensive transportation planning process carried on cooperatively by states and local communities." This required "three-C" planning process established the basis for metropolitan transportation planning used today.

As a result of the 1962 Act, a new official body, the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) was created in 1965 to build upon this planning effort and administer the region's three-C transportation planning process. In order to assure that comprehensive regional planning efforts were achieved and to avoid duplication of efforts, in March 1974, the Governor of the State of Illinois designated the Champaign County Regional Planning Commission (CCRPC) as the Metropolitan Planning Organization (MPO) for the Champaign-Urbana area.

The Champaign County Regional Planning Commission Chief Executive Officer (CEO) serves as the CEO of the Champaign-Urbana area MPO. CCRPC administers the staff for CUUATS, and to avoid any duplication of effort, it has recognized CUUATS as its own transportation planning entity. In March 1979, a Memorandum of Agreement was signed by all member agencies of CUUATS, "...for the purpose of documenting the framework of a continuing, cooperative and comprehensive transportation planning process that result in plans and programs consistent with the comprehensively planned development of the Champaign-Urbana urbanized area." In June 2001, a new Agreement was endorsed by all participating CUUATS member agencies. This document delineates responsibilities and actions between CUUATS and the CCRPC.

CUUATS Member Agencies

- Champaign County
- Champaign Urbana Mass Transit District
- City of Champaign
- City of Urbana
- Illinois Department of Transportation
- University of Illinois at Urbana-Champaign
- Village of Savoy

In 2002, the Village of Bondville was included as part of the CUUATS study area, which made them eligible to be a CUUATS member agency.

The MPO is responsible for the following aspects of the transportation planning process:

- To design and set goals and objectives of the planning process and the Long Range Transportation Plan (LRTP);
- To give advice regarding development in the study area;
- To review and advise on proposed changes in transportation planning concepts;
- To serve as a liaison between governmental units in the study area;
- To obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the transportation plan.

The federal Transportation Equity Act for the 21st Century (TEA-21) and its predecessor, the federal Intermodal Surface Transportation Efficiency Act (ISTEA) were both emphatic about the role of public participation in the transportation decision-making process. The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) continues to encourage collaboration with stakeholders. Executive Order 12898 on Environmental Justice (1994) and Title VI of the Civil Rights Act of 1964, and a host of other federal laws and regulations, also require public involvement, particularly of the underrepresented, in transportation decision making. Therefore, in 2001, CUUATS developed a Public Involvement Procedures (PIP) document that defines procedures

used by CUUATS to involve the public in every phase of the decision making process. To achieve the widest possible support, the PIP document encourages citizen involvement from initial project development through project completion. The PIP document was updated in 2007 to have a more user-friendly format that reflects SAFETEA-LU changes and changes CUUATS has made over time in working with the public.

CUUATS Urbanized Area

The CUUATS urbanized area covers approximately 38 square miles, and includes Champaign, Urbana, Savoy and Bondville. From 2000 to 2010, the Champaign-Urbana metropolitan area for which CUUATS serves as MPO experienced a growth in population of approximately 21,184 inhabitants. The total population for the Champaign-Urbana urbanized area in 2000 was 108,844, including University of Illinois students. Census figures indicate that the population figure for the Champaign-Urbana metropolitan area in 2010 was approximately 130,000.

Urbanized area communities: Population and area covered

	2000	2010	% Change	Area (square miles)
Champaign	67,518	81,055	20.05%	22.67
Urbana	36,395	41,250	13.34%	11.89
Savoy	4,476	7,280	62.65%	3.15
Bondville	455	443	-2.64%	0.26
Total	108,844	130,028	19.46%	37.97

Population and employment projections along with spatial analysis data for the area suggest continued growth, which will increase pressure on existing and proposed roadways and public transportation services.

CUUATS Organizational Structure

CUUATS operates under the principal direction of two committees - the Policy Committee and the Technical Committee. In its organizational structure, the Technical Committee acts as a working committee under the direction of the Policy Committee.

CUUATS Policy Committee

The CUUATS Policy Committee consists of local elected and appointed officials of those agencies that have a primary interest in transportation. Each member is expected to reflect the official position of its constituent agency and the public interest they represent. This committee assumes the decision-making authority for CUUATS and establishes policies that guide and form the transportation planning process. The committee has a variety of responsibilities, which range from approving the annual TIP to establishing the metropolitan planning boundary for the urbanized area. The members include:

1. Chair, Champaign County Board.
2. Chair, Champaign-Urbana Mass Transit District Board of Trustees.
3. Mayor, City of Champaign.
4. Mayor, City of Urbana.
5. Bureau Chief of Program Development, IDOT District 5.
6. Executive Director of Facilities and Services, University of Illinois.
7. President, Village of Savoy.

CUUATS Technical Committee

The CUUATS Technical Committee consists of staff from all CUUATS participating agencies. It performs analyses and makes recommendations concerning transportation issues to the Policy Committee for their approval. CUUATS Technical Committee membership is composed of representatives of the following agencies:

1. Champaign County (2 voting members):
 - County Engineer.
 - Assistant County Engineer.
2. Champaign-Urbana Mass Transit District (1 voting member):
 - Managing Director of CUMTD.
3. City of Champaign (2 voting members):
 - City Engineer.
 - Assistant Planning Director.
4. City of Urbana (2 voting members):
 - Director of Public Works.
 - Community Development Director.
5. Illinois Department of Transportation (2 voting members):
 - Planning and Services Chief (District 5).
 - Federal-Aid Coordinator (District 5).
6. University of Illinois (2 voting members):
 - Director of Planning.
 - Transportation Coordinator.
7. Village of Savoy (2 voting members):
 - Director of Public Works.
 - Village Administrator.
8. Regional Planning Commission (1 voting member):
 - Chief Executive Officer.
9. Technical Advisors (non-voting): IDOT Central Bureau of Urban Program Planning; FHWA Division Office; Village of Bondville representative; IDOT Division of Public and Intermodal Transportation; Airport, Rail, and Freight Representatives; Township Representatives (Somerset, Hensley, Champaign, and Urbana).

CUUATS Staff

The professional time and services for transportation planning in this cooperative effort is provided through a composite approach. It consists of CUUATS staff housed in the Champaign County Regional Planning Commission, as well as staff from IDOT and other member agencies. The day-to-day operations of the agency are performed by CUUATS staff, with technical expertise in transportation systems planning and other related areas. CUUATS staff, in conjunction with CUUATS member agencies, collect, analyze and evaluate demographic, land use, and transportation data to determine the transportation system requirements of the urbanized area. They also prepare materials for use at Technical and Policy Committee meetings and other meetings as well as any existing subcommittees. The professional staff members participate in all CUUATS meetings and provide expertise as needed. In addition, they represent the agency at other meetings of importance to planning activities within the region.

The current staff members are:

1. CCRPC, Chief Executive Officer
2. CUUATS, Transportation Planning Manager
3. CUUATS, Transportation Engineer
4. CUUATS, Transportation Engineer
5. CUUATS, Transportation Engineer
5. CUUATS, Transportation Planner
6. CUUATS, Transportation Planner
7. CUUATS, Transportation Planner
8. CUUATS, Transportation Planner
9. CUUATS, Transportation Planner/Mobility Coach
10. CUUATS, Administrative Secretary

CUUATS Funding

CUUATS is funded by federal transportation planning funds from FHWA and FTA, as well as local match. The transportation program and staff are funded from two separate sources: Federal Planning funds and Federal Transit Administration (FTA) Section 5303 funds, both of which are distributed by IDOT. In addition, the funds require a 20% local match, which is supplied by Champaign County, the cities of Champaign and Urbana, the University of Illinois, and the Village of Savoy. To ensure that all funds are well managed and that planning activities are completed in accordance with federal and state guidelines, the state has entered into an agreement with the MPO and the agencies represented by the MPO to coordinate the planning process.

III. CUUATS Unified Technical Work Program

Purpose

CUUATS UTWP is developed to coordinate transportation and related planning activities for a continuing, cooperative and comprehensive planning process. This Work Program includes a description of proposed work submitted to state and federal agencies that are the financial sponsors of the Program. This Unified Technical Work Program describes the transportation and planning efforts in the Champaign-Urbana urbanized area for the period of July 1, 2011 to June 30, 2012; identifies transportation planning priorities for the Champaign-Urbana urbanized area and allocates CUUATS staff resources to particular projects and issues. It also defines the functional and financial responsibilities of participating agencies that are involved in the urban transportation planning process; and serves as a management tool for the participating entities.

Tasks are encompassed by major areas of activity or programs in which Champaign County, the Champaign Urbana Mass Transit District, the Cities of Champaign and Urbana, the Illinois Department of Transportation, the University of Illinois, the Village of Savoy, the Champaign County Regional Planning Commission and CUUATS staff will participate. Work performed by CUUATS staff is outlined in each work task.

The FY2012 Unified Technical Work Program was developed in accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), as adopted by Congress and signed by the President on August 10, 2005.

The SAFETEA-LU planning rules call for consideration of eight planning factors as outlined below as part of the metropolitan transportation planning process:

- A. "*Safety* – SAFETEA-LU establishes a new core Highway Safety Improvement Program that is structured and funded to make significant progress in reducing highway fatalities”;
- B. "*Equity* –The new Equity Bonus Program has three features – one tied to Highway Trust Fund contributions and two that are independent”;
- C. "*Innovative Finance* – SAFETEA-LU makes it easier and more attractive for the private sector to participate in highway infrastructure projects, bringing new ideas and resources to the table”;
- D. "*Congestion Relief* - SAFETEA-LU gives States more flexibility to use road pricing to manage congestion, and promotes real-time traffic management in all States to help improve transportation security and provide better information to travelers and emergency responders”;
- E. "*Mobility and Productivity* – SAFETEA-LU provides a substantial investment in core Federal-aid programs, as well as programs to improve interregional and international transportation, address regional needs, and fund critical high-cost transportation infrastructure projects of national and regional significance”;
- F. "*Efficiency* – The Highways for LIFE pilot program in SAFETEA-LU will advance longer-lasting highways using innovative technologies and practices to speed up the construction of efficient and safe highways and bridges”;
- G. "*Environmental Stewardship* – SAFETEA-LU retains and increases funding for environmental programs of TEA-21, and adds new programs focused on the environment, including a pilot program for non-motorized transportation and Safe Routes to School (SRTS). SAFETEA-LU also includes significant new environmental requirements for the Statewide and Metropolitan Planning process”;
- H. "*Environmental Streamlining* – SAFETEA-LU incorporates changes aimed at improving and streamlining the environmental process for transportation projects.

These changes, however, come with some additional steps and requirements on transportation agencies.”

IDOT Policy Factors

IDOT considers eight policy factors in the long-range development of the Illinois transportation system:

- Managing the existing infrastructure to ensure efficient performance.
- Accommodating future growth in population and employment.
- Ensure global economic competitiveness.
- Providing transportation for underserved populations such as the elderly, children and the disabled.
- Protecting the environment.
- Assuring safety for all transportation users.
- Securing adequate funding for maintaining and improving the transportation systems.
- Providing security measures to ensure the continued operation of the system.

CUUATS work activities for the fiscal year 2012 include addressing these issues through different tasks.

CUUATS Planning Priorities

Planning priorities facing the urbanized area focus on Champaign-Urbana's development pressures, assistance to local governments with their general transportation planning needs and update of respective transportation elements consistent with the current LRTP, and major transportation projects requiring continuing attention. Major projects receiving federal, state and local attention over the next year include the implementation of the Long Range Transportation Plan (LRTP) "Choices: 2035", update of the Champaign County Greenways and Trails (G&T) Plan, development of the Annual Listing of Obligated Projects, continuing update and expansion countywide of CUUATS travel demand model, development of a mode choice model for the University District, and establishing LEAM as the common framework land use model for Champaign County and linking the land use

model to the travel demand model for Champaign County to measure impacts of future developments, development of an air quality and greenhouse gas emissions model for Champaign County, and development of a neighborhood affordability index for Champaign County. As part of this work, the MPO staff is providing support for CATS agencies on the implementation of safety improvements in the University District and CUUATS staff is coordinating with CUUATS member agencies to have plans consistent with local government comprehensive plans as well as other regional agencies' plans, such as the Mobility Implementation Plan (miPLAN) and other plans. Also, special interest will be taken in updating the Human Services Transportation Plan for the urbanized area.

The Champaign-Urbana Urbanized Area Transportation Study (CUUATS) approved the new Long Range Transportation Plan (LRTP) 2035 in December 2009. The **Implementation of the "LRTP 2035: Choices"** will focus on increasing the mobility of area residents and the connectivity of the entire transportation system in order to create a more efficient travel network. A multi-modal approach was used in the preparation of the Plan with the intention of creating transportation improvements which focus not only on automobiles, but also on other modes of transportation such as walking, biking and transit. The implementation of **"LRTP 2035: Choices"** will also consider data collection for the purpose of measuring performance based indicators to track the progress made toward the goals and objectives recommended by this document. An annual document will be prepared providing updates toward the established goals and objectives.

The **Update of the Champaign County Greenways and Trails Plan** is designed to provide guidance and a framework to ensure the county's desire to create a bikeable, walkable and environmentally aware and active community. This Plan will update the Champaign County Greenways and Trails Plan adopted in 2004 and it will combine five recently adopted Plans: the Champaign Transportation Master Plan

and the Urbana Bicycle Master Plan both adopted in 2008, the Champaign-Urbana Long Range Transportation Plan adopted in 2009, and the Champaign Comprehensive Plan and Champaign Trails Plan both adopted in 2011. The update will build upon previous recommendations and implementation strategies, and will also improve the plan by utilizing current best practices as well as the most recent design guidelines to more effectively implement the system.

SAFETEA-LU requires that "...an **Annual Listing of Projects**, including investments in pedestrian walkways and bicycle transportation facilities, for which federal funds have been obligated in the preceding year be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review. The listing shall be consistent with the funding categories identified in each metropolitan transportation improvement program (TIP)." This provision is intended to increase the transparency of government spending on transportation projects and strategies in metropolitan areas to State and local officials, and to the public at large. Realizing this objective involves promoting accuracy and responsiveness in financial planning and adoption of a proactive approach to sharing information with the public in a meaningful way, at an appropriate time, and in a user-friendly format.

The **CUUATS travel demand model** is a tool that allows to estimate travel demand in the urban area, which is critical for planning, designing, and operating transportation systems in concert with the implementation of the LRTP 2035: Choices. In FY2012, efforts will be focused on refining and adding additional capabilities to the CUUATS travel demand model, particularly **implementing a mode choice model for the University District and integrating the travel demand model with the Land Use Evolution and Impact Assessment Model (LEAM)** developed for Champaign County. Also, CUUATS staff will work on **expanding the travel demand model countywide** which will significantly help to make better decisions regarding transportation projects in the future for the urbanized area and the County.

Another project that will receive special attention during FY2012 is the **development of an Air Quality and Greenhouse Gas Emissions Model for Champaign County** using MOVES2010a. MOVES2010 is a state-of-the-art upgrade to EPA's modeling tools for estimating emissions from highway vehicles. MOVES2010 is currently the best tool EPA has for estimating greenhouse gas (GHG) emissions from the transportation sector. The Federal Highway Administration (FHWA) recommends this tool for local agencies estimating GHG emissions in the future as part of the transportation planning process.

Also, CUUATS staff will work on **developing a Neighborhood Affordability Index**, which is a tool used to calculate the true affordability of a home based on its estimated market value and the transportation costs incurred by its location with respect to several factors. Used at a community level, the Affordability Index can help households assess which neighborhoods in a region are most affordable, and it can help policy makers determine where resources should be focused to enhance affordability, and illuminate the implications of their policy and investment choices.

A project in which CUUATS staff is involved and providing significant support is the **development of the Mobility Implementation Plan (miPLAN)** for the urbanized area. The Long Range Transportation Plan 2025 and 2035 call for the preservation and development of a multi-modal transportation system that is responsive to the mobility needs of the people and changes in land use. Based on this framework, and within the next 12 months, CUMTD jointly working with CUUATS members will complete a Long Range Mobility Implementation Plan for the urbanized area.

CUUATS staff will also work on **updating and implementing the Human Services Transportation Plan (HSTP) for the urbanized area**. The document identifies transit needs and gaps for elderly individuals, individuals with disabilities and individuals with low incomes as well as provides strategies that will help address those issues.

Also, CUUATS staff will be working with IDOT on a **Strategic Local Safety Initiative for Champaign County** to reduce the number of severe crashes on the local system.

CUUATS staff is also going to work on **identifying improvement measures for the existing traffic circulation system in the University District to create a pedestrian, bicycle , and transit safer transportation network.**

Assistance to local agency members in the areas of grant applications, safety studies and implementation, travel forecasting, traffic studies, traffic impact assessments, traffic simulation, access management, corridor analyses, and other areas of transportation planning and engineering that contribute to a comprehensive metropolitan transportation planning process will continue to represent a significant portion of the CUUATS Work Program.

Public Involvement

In regional transportation planning processes, residents and other potential interested parties are crucial to how successful a project and its implementation will be. Without input and support from these people, no project or program will truly achieve the needs and desires defined for the community. The Champaign Urbana Urbanized Area Transportation Study (CUUATS) seeks to proactively involve the public in all phases of its planning processes. For this purpose, CUUATS staff has prepared a Public Involvement Plan document that presents what CUUATS staff undertakes to gather and utilize public input in its myriad of initiatives. CUUATS utilizes a variety of techniques to involve the public, generally characterized into forums, paper, and electronic formats.

The following table summarizes which techniques CUUATS staff will at minimum use for the given planning documents or processes. Those that are not highlighted in the table are used less frequently, depending on the context of the project being done.

Strategy	L RTP	TIP	PIP	Corridor Studies	Special Studies
Public Meetings					
Open Committee Meetings					
Information Kiosks/Booths					
Presentations					
Citizen Advisory Committees					
Key Person Interviews					
Scenario Planning					
Staff Availability					
Direct Mailings					
Newspaper Ads					
Comment Cards					
Public Service Announcements					
Newsletters					
Brochures/Fact Sheets					
Document Availability					
Website					
Visualization Tools					

UTWP Structure

Specific transportation planning tasks to be undertaken by the MPO staff are organized into six major categories:

- Data Development and Maintenance
- Long Range Planning
- Short Range Planning
- Program Administration and Management
- Special Studies
- Transportation Modeling and Information System

Each category includes information on its objectives, previous work performed, work tasks involved, and work products anticipated. Each task addresses one or more of the SAFETEA-LU core formula program emphasis and is designed to carry out the goals and objectives established for the CUUATS transportation planning process.

IV. Tasks and Budget Description

TASK 310 – Data Development and Maintenance

Objective

In order to effectively perform the planning functions required by federal and state laws, CUUATS must develop and maintain an accurate and reliable database for the urbanized area. This database is essential to determine existing as well as future transportation demand. The purpose of this element is to continue to improve the CUUATS database. Data development and maintenance functions are those that support short range and long range planning, including population, income and housing information, crash records, traffic counts, land use and development data, and transportation characteristics data.

Previous Work

- a. Conducted and reviewed traffic counts periodically. The results of existing counts were provided to CUUATS member agencies and the public upon request.
- b. Integrated traffic data updates into the CUUATS GIS database.
- c. Collected, analyzed and added crash data from the year 2010 to CUUATS database.
- d. Collected, analyzed and added socioeconomic data for the urbanized area.
- e. Developed GIS coverages for existing and future land use, employment, ADT volumes, speed limits, highway functional classification, parking allowances, Traffic Analysis Zones (TAZs), greenways and trails facilities, building heights, etc. and added them to CUUATS GIS database.
- f. Geocoded “Selected crash intersection locations” (SCIL) and created crash coverages for the urbanized area and added them to CUUATS GIS database.
- g. Collected geometrics, traffic signal and turning volume data for the largest intersections in the urbanized area and at specific requested locations.
- h. Verified and provided feedback on data and information received from affiliated agencies used in local transportation planning processes.

Work Tasks

The following tasks are associated with this work element:

- a. a. Collect, organize and update traffic/transportation field data in support of traffic studies and planning activities (e.g., traffic counts, crash data, intersection geometry, greenways and trails infrastructure, pictures, etc.).
- b. Collect and maintain databases that identify, rank and analyze traffic crash locations.
- c. Maintain database with geometry, turning movement counts and traffic signal timing and phasing.
- d. Display and disseminate traffic/transportation data produced using GIS for public use (examples: School Safe Walking Route Maps, Greenways and Trails Maps, Selected Crash Intersection Locations, ADT maps).
- e. Collect and analyze Census data and maintain socioeconomic databases.
- f. Provide updated information on the transportation, socioeconomic, and land use data.
- g. Collect, monitor, organize and update data for GIS coverages for use in transportation analyses.
- h. Collect additional traffic information to expand transportation analyses to include Vehicle Miles Traveled (VMT), travel time studies, and speed studies.
- i. Conduct literature review about different topics associated to transportation and planning for specific projects.
- j. Coordinate with local government staff and private consultants to ensure consistent interpretation of the traffic data.
- k. Prepare an annual data inventory guidebook for LRTP data collection to measure performance indicators.
- l. Organize and collect Average Daily Traffic (ADT) data in the urbanized area according to data requested by IDOT District.
- m. Update the data inventory guidebook for LRTP data collection to measure performance indicators.

Work Products

Work products for FY 2012 may include, but are not limited to:

- a. Gathering accurate and current demographic, employment, and socio-economic data to assist in model development and future transportation studies.
- b. Gathering geometric information of the roadway network, traffic control and traffic operations conditions data to assist in model development as well as in different transportation studies.
- c. Making traffic projections for various transportation alternatives developed as part of selected projects.
- d. Creating transportation data and metadata structures.
- e. Creating computer generated graphics, plots and maps that display traffic information and other data.
- f. Revising estimates, forecasts, and graphics for growth monitoring.
- g. Preparing summaries of transportation and planning studies related to specific projects.
- h. Gathering Average Daily Traffic (ADT) data to assist IDOT, CUUATS members and other agencies in model development and future transportation studies.
- i. Preparing the LRTP Annual Data Update.

TASK 320 - Long Range Planning

Objective

CUUATS is responsible for developing and coordinating the implementation of a long-range transportation strategy for the urbanized area. Long-range planning functions support needs or requirements that affect long-term planning performance, or refine issues identified in the Long Range Transportation Plan (LRTP) 2035: Choices. The tasks and work products associated with this work element are based upon work completed in the data development/maintenance work element.

Previous Work

- a. Worked with CUMTD on providing technical assistance for the development of the CUMTD Mobility Implementation Plan (miPLAN).
- b. Collected data for the development of the annual data update of the LRTP 2035: Choices.
- c. Prepared the first annual data update for LRTP 2035: Choices, which allows a fine-scale assessment of LRTP MOEs and the goals and objectives they are designed to measure.
- d. Attended several meetings in which community members and local officials were informed about the transportation project priorities and financial constraints for the urbanized area based on the planning priorities established in the LRTP 2035: Choices.
- e. Worked with local officials on defining fiscal needs to carry out transportation projects for the urbanized area included in the LRTP 2035: Choices.
- f. Worked on implementing some tasks delineated in the Human Services Transportation Plan for the urbanized area.
- g. Provided assistance to the Champaign County Transit Partnership Group.

Work Tasks

The following tasks are associated with this work element:

- a. Implement a proactive and inclusive public involvement process to identify the community's transportation issues, objectives, and priorities, as part of the implementation of the Long Range Transportation Plan 2035.
- b. Identify needed transportation projects based on the public involvement process and a detailed roadway segment-based technical analysis and review of recent sub-area and corridor planning and engineering studies.
- c. Analyze each major travel mode, including bicycle/pedestrian, public transportation, traffic flow/operations and ITS, and freight and goods movement to identify opportunities and policy/funding priorities as part of the implementation of the LRTP 2035.
- d. Continue to coordinate and implement the land use and transportation recommendations of the Long Range Transportation Plan 2035 within the region and with others.
- e. Identify needed planning projects based on the implementation strategies established in the LRTP 2035: Choices.
- f. Continue to update and implement the Human Services Transportation Plan for the urbanized area.
- g. Continue to provide support to the Champaign County Rural Transit Advisory Group (RTAG).

Work Products

Work products for FY 2012 may include, but are not limited to:

- a. Recommending Plan policies, programs, projects and studies proposed in the Long Range Transportation Plan 2035: Choices for implementation.
- b. Implementing coordinated long-range land use development and transportation strategies.
- c. Implementing the main strategies identified in the LRTP 2035: Choices, integrating elements such as mixed-use, higher density development and redevelopment along transit intensive corridors.
- d. Identifying express service bus routes between core and fringe areas of the community needed to implement the plan and achieve the desired plan scenario for the long-range planning horizon.
- e. Creating community involvement in transportation issues that may have an effect on the local area transportation network.
- f. Implementing recommendations from the Human Services Transportation Plan for the urbanized area.
- g. Implementing recommendations from the Champaign County Rural Transit Advisory Group.

TASK 330 – Short Range Planning

Objective

CUUATS must continually fulfill various state and federal requirements in support of regional and local projects. Short-range planning functions are those which address near-term needs or requirements. This type of planning is usually referred to as transportation systems management (TSM), which typically focuses on topics such as crash studies, congestion problems, traffic signal warrant studies, traffic improvements, and service analysis.

Previous Work

- a. Produced the Transportation Improvement Program (TIP) for FY2011-2014.
- b. Produced the 2010 Annual Listing of Federal Projects.
- c. Prepared a TIP amendments guidelines document for projects to be included in the TIP document for the urbanized area.
- d. Analyzed IDOT crash data and developed tables containing information about urbanized area “Selected Crash Intersection Locations (SCIL) for 2005-2009”.
- e. Evaluated Consolidated Vehicle Procurement (CVP) applications based on the goals established in the HSTP Plan for the urbanized area and forwarded the top applications to IDOT for review by the State Oversight Committee.
- f. Reviewed and provided comments to the respective agencies regarding five Illinois Transportation Enhancement Program (ITEP) applications.
- g. Prepared an ITEP grant application for bicycle and pedestrian improvements on Main Street for the City of Urbana.
- h. Prepared a SRTS grant application for Stratton School on behalf of the City of Champaign.
- i. Prepared an HSIP grant application for safety improvements at Main Street/Race Street intersection on behalf of the City of Urbana.
- j. Prepared grant applications on behalf of the CUUATS member agencies.
- k. Prepared a Sustainable Communities Regional Planning grant application on behalf of the Champaign County Regional Planning Commission.

Work Tasks

The following tasks are associated with this work element:

- a. Develop the TIP document FY2012-2015 in cooperation with IDOT.
- b. Maintain a project database as part of the TIP.
- c. Select projects to be included in the TIP according to implementation priorities.
- d. Amend the TIP according to FHWA/FTA/IDOT regulations.
- e. Solicit early public involvement in developing the TIP.
- f. Create an Annual Listing of Obligated Projects according to Federal regulations as described in SAFETEA-LU.
- g. Review the Title VI/Environmental Justice issues as needed.
- h. Prepare/update Title VI report as needed.
- i. Prepare/update safe walking route maps for distribution as needed.
- j. Analyze crash data provided by IDOT to determine high crash locations in the urbanized area.
- k. Perform travel time delay studies on various roadway segments and signalized intersections within the urbanized area to monitor traffic speed trends.
- l. Provide miscellaneous grant application assistance, including preparation of HSIP, ITEP, IDOT, FHWA , and DOE grants.
- m. Respond to emerging issues that have significance to transportation planning and/or our urbanized area transportation system.
- n. Evaluate JARC and/or NF applications based on the goals established in the Human Services Transportation Plan for the urbanized area and forward the top applications to IDOT for review by the State Oversight Committee.
- o. Evaluate CVP applications based on the goals established in the Human Services Transportation Plan for the urbanized area and forward the top applications to IDOT for review by the State Oversight Committee.
- p. Update the Champaign County Greenways and Trails Plan as needed.

Work Products

Work products for FY 2012 may include, but are not limited to:

- a. Developing and documenting the FY2012-2015 TIP.
- b. Implementing required amendments to the FY2012-2015 TIP.
- c. Integrating projects into the TIP needed to implement an efficient transit network.
- d. Providing an annual listing of federally obligated projects.
- e. Providing a prioritized list of local Surface Transportation Program (STP) projects selected for funding.
- f. Providing a prioritized list of Transportation Enhancement projects submitted for local competitive funding.
- g. Preparing memoranda and reports documenting transit's short range planning efforts.
- h. Providing an updated Title VI report when needed.
- i. Preparing and reviewing transportation planning and traffic studies as required.
- j. Preparing a Selected Crash Intersection Location (SCIL) report for the last five years.
- k. Developing a Strategic Local Safety Initiative for Champaign County.
- l. Preparing memoranda and reports documenting response to emerging issues for the urbanized area including, but not limited to: SAFETEA-LU implementation; rail; freight; and other modes of transportation.
- m. Preparing an updated Champaign County Greenways and Trails Plan.
- n. Developing sub-area/corridor study reports for the Champaign-Urbana urbanized area.
- o. Providing to IDOT a list of prioritized JARC and/or NF applications for recommended approval by the State Oversight Committee.
- p. Providing to IDOT a list of prioritized CVP applications for recommended approval by the State Oversight Committee.

TASK 340 – Administration/Management

Objective

CUUATS must conduct federal and state mandated program administration requirements. In that sense CUUATS needs to support the functions of the Policy Committee and any designated subcommittees in carrying out the transportation planning process; to establish administrative procedures for the organization of the planning process; to coordinate the planning activities of CUUATS with other transportation agencies, and to ensure that the transportation process is conducted in conformity with applicable federal and state regulations.

Previous Work

- a. Prepared the Unified Technical Work Program (UTWP) for FY2012.
- b. Updated and maintained CUUATS database of interested citizens, consultants, state and local officials, and committee members.
- c. Prepared CUUATS monthly status reports for IDOT.
- d. Recruited and hired staff for CUUATS as needed.
- e. Recruited and hired interns to collect traffic data, do research and help with graphics and mapping for CUUATS projects.
- f. Developed materials and information in a timely manner to support CUUATS Committees decisions.
- g. Prepared and attended all CUUATS Committee and sub-committee meetings including development of materials (agendas, minutes, reports) and mailings.
- h. Attended monthly CCRPC meetings in order to keep staff informed of CCRPC activities and provide direction and the exchange of ideas.
- i. Purchased and upgraded software in support of planning activities.
- j. Purchased and upgraded computer equipment and traffic, transportation planning and GIS software to enhance transportation planning capabilities.
- k. Maintained CUUATS website with project and meeting information and obtain public feedback.

Work Tasks

The following tasks are associated with this work element:

- a. Preparation of monthly Status Reports for IDOT.
- b. Develop the MPO annual budget (UTWP) and monitor and coordinate with federal fund administrators.
- c. Recruit and hire new CUUATS personnel, and prepare employee evaluations.
- d. Prepare and submit all documents required by State and Federal agencies.
- e. Serve as a liaison between local governments and State and Federal agencies.
- f. Organize and attend public meetings for different projects.
- g. Keep governmental entities/general public updated on transportation program activities.
- h. Assist CUMTD in responding to the findings of FTA's Triennial Reviews.
- i. Provide general program management and supervisory functions.
- j. Monitor and make adjustments to the budget as necessary.
- k. Purchase appropriate hardware and software to perform required technical work, as needed.
- l. Purchase specialized equipment and supplies as needed.
- m. Prepare monthly and annual closeout reports for the transportation planning funding programs.
- n. Support Technical Committee and Policy Committee activities/meetings.
- o. Conduct committee and subcommittee meetings.
- p. Maintain technical and professional magazine subscriptions and association membership dues.
- q. Keep apprised of community functions/participation concerning transportation.
- r. Maintain, update and continue to improve CUUATS webpage, which provides basic information including meeting dates, times, locations, and agendas for upcoming CUUATS Committee, Subcommittee and other related meetings.
- s. Organize and reference all CUUATS documents and reports.
- t. Attend training sessions related to transportation/traffic software and GIS.

Work Products

Work products for FY 2012 may include, but are not limited to:

- a. Developing and documenting the FY 2013 UTWP.
- b. Implementing required amendments to the FY 2012 UTWP.
- c. Producing staff reports, minutes and agendas for CUUATS Policy and Technical Committees as well as other Subcommittees.
- d. Participating in various committees providing technical assistance to other agencies such as CUMTD, the City of Champaign, the City of Urbana, Champaign County and the University of Illinois in developing their plans.
- e. Preparing monthly progress and annual closeout reports and accounting summaries for IDOT regarding CUUATS activities and other transportation projects.
- f. Distributing transportation planning information and results to agencies, municipalities and citizens.
- g. Providing documentation for public meetings and events.
- h. Organizing meetings and hearings that meet the needs of the transportation planning process.
- i. Maintaining a transportation planning staff that can provide current and reliable input to the transportation planning process.
- j. Keeping an ongoing public record of inquiries and issues specific to local transportation.
- k. Maintaining mailing lists.

TASK 350 – Special Studies

Objective

A continuing emphasis of CUUATS' Unified Technical Work Program is to provide continued technical support to all CUUATS member agencies in carrying out detailed transportation studies. CUUATS frequently serves as an added resource to the various cities, municipalities, the County, the University and the Illinois Department of Transportation (IDOT) by conducting and/or participating in a wide range of various planning and technical projects referred to as Special Studies. Projects range from administration of ongoing major studies and support of detailed intersection evaluations to local traffic impact evaluation. Providing support to transportation agencies is critical in the planning, operation, and maintenance of a comprehensive regional transportation system. CUUATS staff is available to provide technical support to maintain and improve transportation planning and to process critical day-to-day information often not available at the local level.

Previous Work

- a. Administered and provided technical support for CATS III project.
- b. Provided technical support to the CUMTD Mobility Implementation Plan (miPLAN).
- c. Provided technical support for the Champaign Trails Plan.
- d. Provided technical support for the University of Illinois Campus Bike Plan.
- e. Provided technical support for the C-U SRTS Project.
- f. Conducted literature review for different topics related to pedestrian and bicyclist safety.
- g. Conducted research study for yellow and all-red signal clearance intervals at signalized intersections in Champaign-Urbana.
- h. Prepared traffic analysis studies for selected intersections and roadway sections.
- i. Prepared guidelines for crosswalk markings and signage for some intersections and roadway segments of the University of Illinois.
- j. Prepared a traffic study for the Grainger Library crosswalk.

Work Tasks

The following tasks are associated with this work element:

- a. Conduct special studies of transportation and transportation related topics.
- b. Conduct research on special transportation topics.
- c. Prepare traffic impact analysis for new facilities and development areas.
- d. Prepare traffic studies for specific intersections or roadway segments.
- e. Prepare traffic signal coordination plans as requested by local agencies.
- f. Conduct travel time studies.
- g. Conduct signal timing studies for high crash intersections.
- h. Prepare parking studies as requested by local agencies.
- i. Prepare access management guidelines for the urbanized area.
- j. Prepare design guidelines for transit facilities.
- k. Prepare crosswalk guidelines and crosswalk studies.
- l. Develop and evaluate potential strategies for addressing transportation problems.
- m. Provide technical support for CATS III project.
- n. Continue to provide support for Walk and Bike to School Day for schools in Champaign-Urbana.
- o. Continue to promote and provide support for Bike to Work Day in Champaign-Urbana.
- p. Update the C-U SRTS Report once surveys are received and processed in future years.
- q. Review and analyze crashes
- r. Conduct meetings of the Champaign County Safety Committee
- s. Research and identify proper safety strategies
- t. Implement safety actions/strategies

Work Products

Work products for FY 2012 may include, but are not limited to:

- a. Addressing problems and issues identified as special projects.
- b. Preparing traffic impact analysis reports for new developments.
- c. Preparing capacity and Level Of Service (LOS) reports at selected signalized and unsignalized intersections as well as roadway segments.
- d. Preparing traffic signal warrant reports for selected locations.
- e. Preparing traffic signal coordination plans for selected corridors.
- f. Preparing corridor studies for selected locations.
- g. Implementing Champaign-Urbana-Savoy regional Intelligent Transportation System (ITS) architecture.
- h. Completing grant applications for several programs such as HSIP, ITEP and others.
- i. Organizing events for Walk and Bike to School Day for schools in Champaign-Urbana.
- j. Organizing safety trainings.
- k. Preparing safety reports.
- l. Organizing/coordinating safety meetings.
- m. Organizing/coordinating safety campaigns and events.
- n. Coordinating programs and activities with schools, enforcement, the media.

TASK 360 – Transportation Information System

Objective

To continue to enhance the reliability of travel forecasting procedures and to use the CUUATS Travel Demand Model and GIS software to system level transportation analyses, to expand and enhance the travel demand model, and to provide model documentation and GIS procedures.

Previous Work

- a. Furnished data related to specific transportation software.
- b. Created a base map to include areas outside the urbanized area.
- c. Completed research and implemented some of the best methods that can be used to improve the accuracy of the CUUATS Travel Demand Model.
- d. Digitized transportation data such as: crash locations, ADT volumes, crash patterns at selected intersections, sign locations, speed limits, parking allowances, street directions, intersection geometry, bus routes, and bus stop locations into the CUUATS GIS database.
- e. Created a graphical database with signal timing, phasing, turning volume, and other data for all signalized intersections in the urbanized area.
- f. Calibrated and validated the existing CUUATS Travel Demand Model.
- g. Documented updates to the CUUATS Travel Demand Model.
- h. Created the Illinois Modeling Users Group (IL-MUG).
- i. Researched and evaluated functional capabilities of travel demand models developed for small and medium sized MPOs in Illinois.
- j. Updated the mode choice model of the CUUATS Travel Demand Model.

Work Tasks

The following tasks are associated with this work element:

- a. Expand traffic data to include additional counts in support of the vehicle miles traveled (VMT) tracking, parking usage, travel time studies, and speed studies.
- b. Develop a mapping and information management system to support traffic and transportation studies.
- c. Evaluate trends in travel conditions on major roadways within the urbanized area, such as: changes in average daily traffic (ADT), levels of service, vehicle operating speeds, and crash rates.
- d. Furnish data for transportation/traffic software acquired by CUUATS.
- e. Support regional planning efforts using the CUUATS Travel Demand Model.
- f. Apply the CUUATS Travel Demand Model in support of design and development of federally funded projects and plans.
- g. Manage and process socioeconomic data as input data for the CUUATS Travel Demand Model (example: housing units and occupancy for estimation of potential trip volumes).
- h. Create an efficient, geographically referenced repository of transportation studies and related information including image based data.
- i. Digitize (i.e., have in electronic format) all transportation data (examples: traffic volumes, turning movement counts, roadways, right-of-way information, land use, crash locations, etc.), and then geo-reference this data for use in various types of traffic/transportation studies.
- j. Update graphical database with signal timing, phasing, turning volumes and other data for all the signalized intersections in the urbanized area.
- k. Forecast future travel demands and trip characteristics within the urbanized area.
- l. Integrate the CUUATS Travel Demand Model with the Land Use Evolution and Impact Assessment Model (LEAM) developed for Champaign County.
- m. Organize meetings of the ILMUG.

Work Products

Work products for FY 2012 may include, but are not limited to:

- a. Maintaining a CUUATS Travel Demand Model.
- b. Maintaining the Illinois Modeling Users Group (ILMUG).
- c. Maintaining the CUUATS Travel Demand Model and the Land Use Evolution and Impact Assessment Model (LEAM).

V. BUDGET INDEX

Exhibit I—Work Program Cost Distribution

Exhibit II—Line-Item Budget

Exhibit III—Revenue Allocation

Exhibit IV—Labor Distribution

Exhibit V—Accounting Narrative FY 2012

CUUATS Proposed Fee Structure

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EXHIBIT I							
UTWP Cost Category Distribution							
Program Year 2012							
UTWP Category	(1) Total Costs Col 4 + 7	(2) IDOT Reimbursement 80%	(3) Local Match 20%	(4) Total IDOT-PL 100%	(5) FTA Reimbursement 80%	(6) Local Match 20%	(7) Total FTA 100%
310 Data Collection	\$64,313	\$41,770	\$10,443	\$52,213	\$9,681	\$2,420	\$12,101
320 Long Range Planning	\$69,137	\$44,903	\$11,226	\$56,129	\$10,407	\$2,602	\$13,008
330 Short Range Planning	\$69,137	\$44,903	\$11,226	\$56,129	\$10,407	\$2,602	\$13,008
340 Administration	\$72,353	\$46,991	\$11,748	\$58,739	\$10,891	\$2,723	\$13,613
350 Special Studies	\$91,647	\$59,522	\$14,881	\$74,403	\$13,795	\$3,449	\$17,244
350 Transportation Information Systems	\$72,353	\$46,991	\$11,748	\$58,739	\$10,891	\$2,723	\$13,613
Total	\$438,939	\$285,080	\$71,272	\$356,351	\$66,072	\$16,519	\$82,588
Total %	100.00%	80%	20%	80%	80%	20%	20%

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EXHIBIT II				
Line-Item Budget				
July 1, 2011 - June 30, 2012				
Salaries	Percent Time	Annual Salary 7/11 - 11/11	Annual Salary 12/11 - 6/12	Direct Labor Base
Personnel				
<u>Salaries (Full-Time)</u>				
Transportation Manager	50%	\$ 89,759	\$ 91,554	\$ 45,403
Senior Engineer	50%	\$ 59,280	\$ 60,466	\$ 29,986
Associate Engineer	50%	\$ 53,040	\$ 54,101	\$ 26,829
Associate Engineer	50%	\$ 50,000	\$ 51,000	\$ 25,292
Planner II	50%	\$ 43,875	\$ 44,753	\$ 22,193
Planner II	50%	\$ 40,000	\$ 40,800	\$ 20,233
Planner I	50%	\$ 38,512	\$ 39,282	\$ 19,481
Intern	65%	\$ 26,325	\$ 26,852	\$ 17,311
Planner I/Mobility Coach	0%	\$ 36,075	\$ 36,797	\$ -
Intern	0%	\$ 24,375	\$ 24,863	\$ -
Senior Secretary	60%	\$ 37,159	\$ 37,902	\$ 22,555
Communications Manager	0%	\$ 57,291	\$ 58,437	\$ -
Local Government Specialist	0%	\$ 48,731	\$ 49,705	\$ -
Subtotal Salaries		\$ 604,421	\$ 616,509	\$ 229,283
Direct Labor @ 87%				\$ 199,476
<u>Salaries (Part-Time/Temporary)</u>				
Traffic Count Interns				\$ 12,000
Subtotal Part-Time Salaries				\$ 12,000
Fringe Benefits @45.0%				\$ 89,764
Indirect/Administrative @45.0%				\$ 95,164
Total Personnel				\$ 396,405
Commodities				
Stationery and Printing		\$ 1,000		
Postage, UPS, Fed Ex		\$ 1,000		
Office Supplies		\$ 2,000		
Books & Manuals		\$ 1,500		
Gasoline and Oil		\$ 2,000		
Total Commodities				\$ 7,500
Contractual				
Professional Services		\$ 2,890		
Telephone		\$ 2,000		
Job-Required Travel		\$ 6,000		
Training Expenses		\$ 4,000		
Photocopying		\$ 3,000		
Equipment Acquisition & Maintenance		\$ 5,000		
Advertisements		\$ 1,424		
Legal Notices		\$ 650		
ITE and Transportation Monitor Membership		\$ 570		
Total Contractual				\$ 25,534
Capital Outlay				
Software/Hardware (TDM Software)		\$ 4,000		
GIS Software		\$ 5,000		
Other Software		\$ 500		
Total Capital Outlay				\$ 9,500
Total Expenses				\$ 438,939

*Reflects annualized salary increases of 2.0% effective 12/1/11.

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EXHIBIT III			
Revenue Summary			
Program Year 2012			
Description	Federal (80%)	Local* (20%)	Total
IDOT-PL			
FY2012 PL Allocation	\$285,081	\$71,270	\$356,351
FTA			
FY2012 Section 5303	\$66,070	\$16,518	\$82,588
Total Revenue	\$351,151	\$87,788	\$438,939
Cost Allocation			
Description	IDOT-PL	FTA	TOTAL
Total Funds Available for Transportation Planning	\$356,351	\$82,588	\$438,939
Distribution Percentages	81.18%	18.82%	100%

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EXHIBIT V—Accounting Narrative FY 2012

CUUATS funds are administered by the CCRPC system description that follows: Separate accounts (departments) have been established in a general ledger. The account records identify the receipt and expenditure of funds for each grant, refer to subsidiary records and/or documentation that support the entry and provides accurate and current financial reporting information.

Costs within the accounting system are classified into the following groups:

1. Direct labor costs.
2. Non-labor costs directly related to a specific program.
3. Indirect costs (both labor and non-labor.)

Direct labor hours are charged to the specific general ledger account and work elements within that account based upon actual work hours spent. Work elements of the UTWP are numerically coded and are utilized in preparing staff timesheets. The payroll computer print out accumulates staff names, hours and cost for each work element within the transportation planning grant account. Non-labor costs are those incurred as being directly related to a specific program e.g., Transportation. Typical non-labor costs directly chargeable to the appropriate grant programs include:

- a. Costs of goods acquired, consumed or expended specifically for the purpose of the grant; i.e., postage;
- b. Services and contractual items specifically related to the grant program, i.e., photocopying expense.

These costs are chargeable to the appropriate grant program based on source documentation maintained by the accounting system evidencing the nature and purpose of the charges (e.g., long distance telephone logs, postage logsheets, photocopying logsheets). Once charged to the transportation program these costs will be distributed to the various program work elements according to the proportion of direct salaries charged to each work element during the period.

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program. These costs are charged to an administrative/overhead account. A statement of actual indirect charges and the final indirect cost rate for the period ended 11/30/12 will be submitted upon receipt of the audit. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The rate is subject to revision based on final audit. The indirect costs are determined by applying the provisional rate to the total direct labor cost for each individual work task. The resulting amounts are billed and reported under work program tasks.

The accounting system has established guidelines related to the methodology for classifying certain costs as direct or indirect. Each item of cost is treated consistently either as a direct or an indirect cost. Definitions and methodology related to direct and indirect costs are derived from federal circular A-87.

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CUUATS Fee Structure				
	FY08	FY09	FY10	FY11
	Jul 08-Jun09	Jul 09 - Jun 10	Jul 10 - Jun 11	Jul 10 - Jun 11
Champaign	\$ 22,705	\$ 23,840	\$ 25,032	\$ 25,032
Urbana	\$ 22,705	\$ 23,840	\$ 25,032	\$ 25,032
Champaign County	\$ 22,705	\$ 23,840	\$ 25,032	\$ 25,032
University of Illinois	\$ 11,774	\$ 12,363	\$ 12,981	\$ 12,981
Savoy	\$ 4,206	\$ 4,417	\$ 4,417	\$ 4,417
Total	\$ 84,095	\$ 88,300	\$ 92,495	\$ 92,495
	Billing 1/08	Billing 1/09	Billing 1/10	Billing 1/11